

December 2, 1999

MEMORANDUM FOR: Distribution

FROM: Jolene Lauria-Sullens
Director
NOAA Budget Office

SUBJECT: Establishing and/or Eliminating Object Classes

Given the advent of a new financial accounting system, this memo provides a procedure on establishing new object classes or eliminating unnecessary current object classes.

All original requests to establish or eliminate object classes should be sent to the Office of Budget and a copy to the Finance Office. The address is as follows:

NOAA Budget Office - Stephen L. Smith
HCHB, Room 6128, OFA33
Phone number - 202-482-1971
Email address - Stephen.L.Smith@noaa.gov

These requests must include why the action is needed, what type of costs (service or good), and a contact person.

The Office of Budget will review and forward their recommendation to the Finance Office, who will continue the listing and description of object classes on the Finance web page.

This change should reduce the current time requirements in establishing and/or eliminating object classes.

Distribution:
Assistant Administrators
Management and Budget Chiefs
Chief Financial Officer
Acquisition, Grants, Facility
Information Systems Office
Finance Office